

U.S. GEOLOGICAL SURVEY

Geologic Division Open-File Report Guidelines

Version 2.3 March 1997

1. Introduction

The open-file series is designed for quick release of results that may or may not meet criteria for publication in other U.S. Geological Survey (USGS) report series or in outside scientific journals. **The principal requirement for release of an open-file report is a demonstrable or immediate public need.** The documents can range from reports or maps that have been completely reviewed and technically edited for publication to preliminary reports or maps required for release under a Freedom of Information Act (FOIA) request. Open-file reports may be technical or nontechnical in nature and may be addressed to scientists or to a general audience. They have been technically reviewed by the author's program branch but have not been edited to Survey publication standards. All open-file reports must be in a form that can be reproduced and made available to the public for the cost of reproduction through the Earth Science Information Center in Denver, Colorado.

2. Types of Open-File Reports

Most U.S. Geological Survey open-file reports fall into the following categories:

- Basic data that will not be formally published but that need to be released for use by industry, other government agencies, the scientific community, or the general public;
- Maps, reports, or basic data that will not be formally published but that represent supporting documentation for some formal publication in which they will be referenced, discussed, or interpreted;
- Reports, maps, or material that must be released immediately for some specific purpose; for example, reports requested under the Freedom of Information Act.

Most open-file reports are released as hard-copy, but various electronic media can be used (for example, diskettes, videotapes, CD-ROM's and so on). (See supplements on open-filing diskettes, videotapes, and CD-ROM's)

An open-file report should not be used as a substitute for a formal publication nor should it precede formal publication unless a strong justification exists for immediate release. Authors who can strongly justify open-filing a report that is also intended for publication in an outside journal must consult the journal editor; most journals will not publish material that has been released elsewhere.



Open-file reports released because of a FOIA request may not meet the usual publication standards, but this deficiency should be made clear by the disclaimer so that the reader will know the nature of the release.

Reports to other government agencies in the form of administrative reports do not have to be open-filed, although the author may want to do so because we cannot always control what the other agency will do with our report. Reports that contain computer tapes can be released only through the National Technical Information Service (NTIS), Department of Commerce, or the EROS Data Center.

The signature of the author's Chief Scientist on the routing sheet (Appendix A) constitutes approval of scientific content, adequacy of presentation, and necessity of release in the open-file series.

3. General Guidelines

- Open-file reports must be credible and well prepared. They will undergo normal scientific review in the author's team. Text and illustrations should be professional in appearance and must be entirely legible. Authors and their branch chiefs are responsible for seeing that each report meets the need for which it is prepared and clearly communicates fact and interpretation to the intended audience. The Central Publications Group (CPG) will examine open-file reports **only** for reproducibility.
- The title of the report must **clearly** describe its content; the title is usually the only reference to the report that a user will see.
- Reports commonly do not contain acknowledgments of USGS typists, drafters, or editors. Acknowledgments should be given to those who have contributed substantial assistance—such as analysts, photographers—or to other scientists or agencies that have contributed data and technical assistance. Technical reviewers may be acknowledged if their contributions are substantive and in a capacity that would be just short of coauthorship; acknowledgment should meet with the reviewers' approval. Authors should acknowledge cooperation with other governmental agencies. (For guidelines, see Survey Manual 503.21.)
- Organizational parts of the USGS (divisions, teams, field offices) and names of projects should not be mentioned.
- The number of authors preferably should not exceed four. It is recommended that reports prepared by more than four authors have a single overall editor and that individual sections be credited to individual authors. The first author must normally be employed by the USGS or must be working under a USGS grant, contract, or memorandum of understanding or be a volunteer. For reports prepared as a result of an award to a contractor, authorship should be attributed to the USGS; the trade or commercial name of a contractor should not be cited as the author.
- Individual chapters of multichaptered reports do **not** require separate approval.
- All acronyms and abbreviations should be fully defined where first used.
- Reference may not be made to reports in preparation or to reports that do not have Director's approval. Reference may be made to unpublished data (H.R.

Spall, unpub. data, 1982) but not to specific unpublished documents; for example, do not say, "(H.R. Spall, unpub. map of the study area, 1982)" but say "(H.R. Spall, unpub. mapping, 1992)." References to unpublished data or to written or oral communications should include the source's initials or first name and the year, as "(H.R. Spall, oral commun., 1982)."

- **The disclaimer on the title page informs the reader that the stratigraphic nomenclature has not been reviewed.**
- Illegibility of parts of some illustrations that are reductions of published illustrations may be acceptable if the author places a disclaimer in the caption. (For example: Because this figure is the reduction of a published map some type is illegible; it is not needed to convey the information intended by this illustration.)

4. Mechanics of Preparation

4.1 Typing. Manuscripts should be submitted to reviewers and team chief scientists double spaced and not already printed and bound. Corrections to printed and bound reports generally are impossible. Corrections are easier, less time consuming, and less costly if the manuscript text is stored in electronic form. After review and team chief scientists approval, the report should be printed **single spaced** on 8 1/2 x 11-inch white paper and submitted for Director's approval. (Single-spaced copy is required for reproduction.)

4.2 Contents and title page. Most reports should include a table of contents, a list of illustrations, and a list of tables. The title page, which will be set up as shown in Appendix B, must not show team affiliations of USGS authors and must not contain the subtitle supplied for Professional Papers and Bulletins. It should contain an acknowledgment of cooperators, if appropriate.

4.3 Disclaimer. The open-file disclaimer, which goes on the title page and on all oversized sheets, **is in no way** intended to devalue the quality of the science, the data, the interpretations in the report, or any related policy considerations; the disclaimer refers **only** to publications standards, trade names, and stratigraphic nomenclature. The "trade name" disclaimer should be included on all OFR's; other parts of the disclaimer should be added or changed where they actually apply.

- For reports prepared by Survey employees:

This report (map) is preliminary and has not been reviewed for conformity with U.S. Geological Survey editorial standards (or with the North American Stratigraphic Code). Any use of trade, product or firm names is for descriptive purposes only and does not imply endorsement by the U.S. Government.

- For reports prepared by contractors or grantees:

This report (map) was prepared under contract to (a grant from) the U.S. Geological Survey and has not been reviewed for conformity with USGS editorial standards (or with the North American Stratigraphic Code). Opinions and conclusions expressed herein do not



necessarily represent those of the USGS. Any use of trade, product, or firm names is for descriptive purposes only and does not imply endorsement by the U.S. Government.

- For computer programs and diskettes:

Although this program has been used by the U.S. Geological Survey, no warranty, expressed or implied, is made by the USGS as to the accuracy and functioning of the program and related program material nor shall the fact of distribution constitute any such warranty, and no responsibility is assumed by the USGS in connection therewith.

4.4 Oversized sheets. The author and team are responsible for all drafting, preparation, and layout of open-file reports. Before the report is submitted to ESIC, Denver, the author is responsible for preparing a reproducible film positive (at least 4 mils thick; 7 mils preferred) for each sheet larger than 8 1/2 x 14 inches; these reproducibles must produce legible copies on an ozalid machine. The sheet may be any length although 60 inches is a recommended maximum; the maximum width is 54 inches, although it is recommended that sheets be no wider than 42 inches. Each oversized sheet must bear the following information:

What?	Where?
U.S. DEPARTMENT OF THE INTERIOR U.S. GEOLOGICAL SURVEY	Upper left corner
OPEN-FILE REPORT XX-XXX SHEET ____ OF ____ (Use "SHEET" if report consists entirely of oversized sheets, use "PLATE" if oversized sheets accompany a text.)	Upper right corner
Appropriate disclaimer	Lower right corner
Title of plate, author, and year or table number and title	Centered across bottom of sheet or Centered across top of sheet
Cooperative statement (if applicable)	Centered at top of map

This information should be placed on oversized sheets **before** the final reproducible (such as a film positive) is made. Stick-up and taped-on components are not acceptable on final copy because they tend to come off when the sheet is rolled or heated on being run through a copier.

Drafting is the author's responsibility and all photo work must be paid for with project funds; the CPG will, if necessary, oversee production of the final reproducibles. Final photo work should not be done until the open-file number is assigned. Questions concerning preparation of suitable reproducibles can be directed to CPG map editors or base map specialist.



5. Routing Sheet

Open-file reports must be accompanied by the standard manuscript routing sheet (Appendix A) showing the normal branch processing steps and having the appropriate original signatures. The Team Chief Scientist in consultation with the author, determines the number of technical reviews (normally two). The routing sheet must also show the report title and authorship exactly as they appear on the report, as well as the appropriate account project number and the exact numbers of pages, tables, and illustrations in the final version of the report.

6. Processing by the Publications Group

- After technical review, author revision, team chief scientist approval, and drafting by author or team, one copy of the single-spaced-version of the open-file report (including oversized materials) should be submitted to the appropriate Publications Group. It must be accompanied by the signed routing sheet.
- No editing will be done by the publications group unless specifically requested by the team and paid for through the Working Capital Fund for Publications. The Publications Group will check the report **ONLY** for legibility and reproducibility and will sign the route sheet if satisfied. If the legibility and reproducibility are inadequate the report will be returned to the author for corrections.
- After Director's approval for policy has been given, an open-file number will be assigned to the report. No Division copies of open-file reports are kept.
- Reports describing work in foreign countries, on Indian Lands, and on Wilderness areas require approvals in **addition** to Director's approval. These additional steps take extra time.
- The request for release, and the report, will be returned to the author, who will add the open-file report number to the report on the title page, oversized illustrations, and any other appropriate places and make final reproducible of all oversized sheets. The author will make sufficient copies of the final reproducible for all the depositories listed on the "Request for open-file report release" (Appendix C).
- In the case of slides, the author should supply color xerographic copies for the USGS Libraries and for any other depositories.
- The master copy for BOFRS must be unbound and must contain all reproducible. Copies for all the other official depositories may be stapled or otherwise bound. (Authors are responsible for distributing any courtesy copies.)
- The author will then give the request for release along with the official depository and ESIC, Denver, copies of the report to the regional Publications Group, which will distribute them.

7. Requirements of Open-File Reports Section

After Director's approval and delivery of final copies, the originating Publications Group will send the reproducible copy of the entire open-file report to Earth Science Information Center, U.S. Geological Survey, Box 25425, Federal Center, Denver, CO



80225. Upon request, ESIC will produce microfiche or paper copies of the report for sale to the public or to government agencies. ESIC also supplies a master silver microfiche to the Superintendent of Documents, who will offer duplicate microfiche to Federal depository libraries.

Details of the requirements of ESIC are given below. **ESIC will return to the author reports that are not reproducible by their standards.** During report preparation questions about reproducibility and cost should be directed to the Publications Group or the ESIC, Denver, at (303) 202-4200.

- If the oversized sheets are in color the author **must** provide 25 copies (folded to 8 1/2 x 11 size) for transmittal to ESIC. The author should expect to replenish the ESIC stock.
- ESIC is set up to handle either paper copy or microfiche, but not combinations. ESIC will not accept mixed-media reports; for example, a report on paper having data appendixes on microfiche. Very large reports of a special nature can be made a microfiche-only sales item.
- Because of ESIC and Government Printing Office requirements to meet National Micrographics Association standards for film density and titling, original material must always be sent to ESIC for filming.
- The final copy of a report going to ESIC must be unbound on 8 1/2 x 11 inch or 8 1/2 x 14-inch paper. Printing on both sides of the paper is acceptable so long as there is no "bleed through." All pages including title page must be white paper; colored paper yields dark xerographic copies.
- Use of photographs is discouraged because they do not reproduce well. For xerographic purposes original black-and-white or color glossy photos must be taped or glued to 8 1/2 x 11-inch paper. Original color photos can be photocopied in color at \$2.00 per page. Color photos cannot be reproduced in black and white. Xerographic reproductions of either black-and-white or color photos are not acceptable as reproducibles for ESIC but are acceptable in copies going to other depositories. ESIC will not accept negatives and will not make photographic prints from photos.
- ESIC can duplicate black-line 8 1/2 x 11-inch xerographic clear film for overlays. It can also duplicate xerographic color transparencies.
- Color slides sent to ESIC can be duplicated at \$2.00 each. No prints will be made from slides. In some reports, a description of the slides can be part A, and the slides themselves can be part B; ESIC will allow a user to order the description alone and decide later which individual slides to buy.
- Reduced computer printout must be checked carefully by the author for legibility.
- Number the pages consecutively.

8. Lowering Customer Costs For USGS Open-File Reports

Reports sent to ESIC should be typed single spaced instead of double spaced because fewer pages mean lower reproduction costs. At the moment, the charge is 15¢ per 8 1/2 x 11-inch page and 30¢ per 8 1/2 x 14-inch page.

- Store text in electronic form so that double-spaced copies can be made for technical review and single-spaced copies can easily be made after all revisions are incorporated into the version going on to Publications Group. All margins should be 1 inch. To further reduce the number of pages, the contents, list of illustrations, and list of tables should be put on the same page, if possible, and figure captions should be typed on the bottoms of the figures.
- Many oversized tables and figures showing only numerical data could be reduced 25-35 percent by xerographic methods to fit 8 1/2 x 11-inch paper.
- Provide only one title page.
- Use color in illustrations only when absolutely necessary, as color photocopies are much more expensive than black-and-white photocopies.
- Reduce plates to the minimum size that shows information legibly.
- Oversized-material costs are based on square feet, computed by rounding each linear dimension to the next highest foot. (Note that ESIC trims all maps to within 1" of any writing before measuring and pricing.) For example, for a sheet 24 x 36 inches, the customer is billed for 6 sq. ft., whereas for a sheet 26 x 38 inches, the customer is billed for 12 sq. ft. If 2 inches could be cut from each side of the 26 x 38 inch plate, the cost would be cut in half. At the moment, ozalid copies cost about 35¢ per square foot.
- Xerographic reproduction methods are approximately 50 percent cheaper than ozalid reproduction. Therefore, whenever possible, put data on 8 1/2 x 11-inch or 8 1/2 x 14-inch pages rather than on oversized sheets.
- As reproduction costs may change, authors should not try to determine exact sales prices for their reports. Sales prices can be obtained after receipt of the report at ESIC.

9. Depositories and Release Procedures

Most open-file reports are released through ESIC in Denver. (The Monthly List of New Publications will carry information on those that are released through other mechanisms). ALL open-file reports must be deposited in the library at the USGS National Center in Reston. The Denver and Menlo Park libraries are also commonly used as depositories. Some State geological surveys want to be listed as depositories for reports concerning their States but others merely want information copies. For reports of a national and programmatic interest, the Public Inquiries Offices wish to be listed. For depositories other than State surveys and USGS offices (including the ESIC's) the author is responsible for ascertaining the willingness of potential depositories to be listed in the release notice and in the monthly "New Publications of the Geological Survey" and for providing the Publications Group with this information when the report is submitted. **Depositories must be willing to allow public inspection of the open-file reports.** USGS Earth Science Information Offices should be depositories for reports on areas they serve (see table 1).

Reports must not be distributed until they are available to all through ESIC and at the designated depositories. Apart from giving courtesy copies to contributors and cooperators, **authors themselves should not expect to distribute open-file reports.**



Press releases, which are prepared by the USGS Public Affairs Offices must not be issued until ESIC has received the report described; the release can then include the cost of the report and the ESIC address. The author should advise the Publications Group when a press release is planned so that ESIC will then know to expect orders earlier than usual. Reports received by ESIC by the 21st of the month usually will be listed in the "New Publications of the U.S. Geological Survey" for that month but publication of the list currently lags about 2 months behind the month shown on the cover.

Special open-filing procedures apply to data released through the U.S. National Oceanic and Atmospheric Administration (NOAA), Boulder, Colorado, National Geophysical Data Center (NGDC). These data are usually marine geophysical data. Under a cooperative agreement with NOAA, shipboard data, seismic profiles or their microfiche are distributed by NGDC, Boulder. A brief description of these data (including a track-line chart if helpful) is given in an open-file report that will be available for inspection only at the libraries of the three regional Survey centers. For an example of such an ML note, see listing for open-file report 78-608.

10. Advice from the Publications Group

The Publications Group welcomes inquiries about any aspect of open-file report preparation and release. Advice on preparation of reproducibles for oversized sheets will save time and money, and the Publications Group will order film positives when needed.

Justifiable exceptions to the policies and guidelines given here may arise, and these exceptions will be treated individually.

Table 1. Depositories for USGS open-file reports in addition to OFSS and the three USGS libraries Reston, VA, Denver, CO, and Menlo Park, CA.

State that is subject of open-file report	USGS Earth Science Information Center to be used as depository ¹	Does State Geologist want to have State office listed as a depository ²
Alabama	-----	yes—use Library, Geological Survey of Alabama P.O. Box Drawer 0, University Station Tuscaloosa, AL 35486
Alaska	Anchorage, Spokane, Menlo Park	yes—also use U.S. Department of Interior, Alaska Resource Library 701 "C" Street, Box 36 Anchorage, AK 99513
Arizona	Denver, Salt Lake City, Menlo Park	yes
Arkansas	-----	no



Table 1. Depositories for USGS open-file reports in addition to OFSS and the three USGS libraries Reston, VA, Denver, CO, and Menlo Park, CA.—Continued

State that is subject to open-file report	USGS Earth Science Information Center to be used as depository ¹	Does State Geologist want to have State office listed as a depository ²
California	Menlo Park	yes use all 3 offices as follows: MS 14-34 Mines and Geology Library, Department of Conservation 801 K Street Sacramento, CA 95814-3532 California Division Mines and Geology 1145 Market Street, 3rd Floor San Francisco, CA 94103 California Division Mines and Geology State Office Bldg. 107 South Broadway Los Angeles, CA 90012
Colorado	Denver, Salt Lake City	courtesy only
Connecticut	-----	yes
Georgia	-----	yes
Hawaii	Menlo Park	courtesy only
Idaho	Menlo Park, Salt Lake City Spokane	yes
Indiana	-----	no
Kansas	Denver	yes
Kentucky	-----	yes—use Pirtle Geology Library 100 Bowman Hall University of Kentucky Lexington, KY 40506 (2 copies of all reports)
Louisiana	-----	no
Mississippi	-----	yes
Missouri	-----	yes
Montana	Denver, Salt Lake City, Spokane	yes
Nebraska	Denver	no



Table 1. Depositories for USGS open-file reports in addition to OFSS and the three USGS libraries Reston, VA, Denver, CO, and Menlo Park, CA.—Continued

State that is subject to open-file report	USGS Earth Science Information Center to be used as depository ¹	Does State Geologist want to have State office listed as a depository ²
Nevada	Menlo Park, Salt Lake City, Denver	yes
New Jersey	-----	Courtesy only (do not list). DEP/Maps and Distributions Maps and Publications 25 Scotch Road Trenton NJ 08628
New Mexico	Denver, Salt Lake City	yes
New York	-----	yes—use Librarian New York State Geological Survey Library Room 3128 Cultural Education Center Empire State Plaza Albany NY 12230 (Mail depository copy to Ms. Alta Beach)
North Carolina	-----	yes for Wilderness-related reports; ask about others individually. Division of Land Resources Department of Natural Resources & Community Development 512 North Salisbury St. P.O. Box 27687 Raleigh, NC 27611
North Dakota ³	Denver	no
Oklahoma	-----	no
Oregon ⁴	Menlo Park, Spokane	yes
South Carolina	-----	yes
South Dakota	Denver	yes—use Library, S. Dakota School of Mines & Tech. Rapid City, SD 57701
Texas	-----	no
Utah	Denver, Salt Lake City	yes



Table 1. Depositories for USGS open-file reports in addition to OFSS and the three USGS libraries Reston, VA, Denver, CO, and Menlo Park, CA.—Continued

State that is subject to open-file report	USGS Earth Science Information Center to be used as depository ¹	Does State Geologist want to have State office listed as a depository ²
Virginia ⁵	Washington, D.C.	yes—use Virginia Division of Mineral Resources Natural Resources Bldg. Alderman and McCormick Roads P.O. Box 3667 Charlottesville, VA 22903
Washington ⁶	Spokane, Menlo Park	yes—use Washington DNR/Div. of Geology & Earth Resources Library 1111 Washington St. S.E. Olympia, WA 98501 (Mailing address: P.O. Box 47007 Olympia, WA 98504-7007
Wyoming	Denver, Salt Lake City	yes

¹Reports expected to arouse great public interest should also be deposited at the District of Columbia ES C; reports on States for which no ES C is listed are not deposited at any ES C's.

²States not on this list do not want to have their offices listed as depositories.

³Also use USGS, 821 East Interstate Ave., Bismarck, ND 58501.

⁴For reports on geothermal studies in Oregon, use also the Water Resources Division Office, USGS, 847 NE 19th Ave., Suite 300, Portland, OR 97232.

⁵For reports where all ES C's are to be listed, do not include the Reston ES C.

⁶The Vancouver USGS office usually does not want to be a depository but does reports dealing with its area.



Appendix A

Form 9-1325
Rev. Dec. 1986)
U.S.G.S.—GEOLOGIC
DIVISION

MANUSCRIPT REVIEW AND APPROVAL SHEET

AUTHOR(S) (Last name first; show first name and/or initials as shown in manuscript)¹

TITLE

FORM OF PUBLICATION SERIES, JOURNAL, VOLUME, OR MEETING⁵

Outside report or
book review:
☐ USGS Book
☐ USGS Map
☐ Open-file report
☐ Abstract
☐ Edit requested
☐ No edit requested
☐ Other

If part of multichapter USGS book:

Total ☐ To be ☐ Together
published ☐ Separately

DEADLINE:⁶

BRANCH PROJECT NO.

FOR PG USE ONLY

PG #

MIS #

OFFICE & BRANCH:²

CONTACT (Name, address, phone)³

TOTAL PAGES (include title page
and all page-size figures and tables)

TABLES COVERING PAGES

NUMBER OF ILLUSTRATIONS

Color

B&W

* Line Drawings
* Photographs
* Fossil plates
* Oversize plates

*Written justification needed

ARE GEOLOGIC
NAMES OR
AGES USED?

YES ☐
NO ☐

SUPERSEDES OPEN-FILE
REPORT? NO ☐
Yes, number⁷

REMARKS

PLEASE REVIEW
CHECKLIST ON BACK
BEFORE SENDING
REPORT TO PG

CHECK PROCESSING STEP WITH "X"

SIGNATURE
(or initials⁹)

NAME Printed
or typed

DATE
IN

DATE
OUT

Chief
Scientist

Author

Technical
Reviewer

GNU

PG
Log-in

GME

GTE

Other
(Specify)

PG Chief

Chief
Geologist

Director

Authors—HELP! Just before sending your report to Publications Group, please check the following items:

For ALL Reports:

- _____ "Mill" copies of text, tables, and all illustrations are up to date and plainly identified.
- _____ **ALL** type is double spaced (Open-File Reports excepted).
- _____ Authors' **complete** mailing addresses are shown (except for USGS authors in USGS reports).
- _____ Cooperative note and acknowledgments are included if appropriate.
- _____ All references cited in text are shown in the reference list.
- _____ All parts of the report are attached, including any oversize plates and tables.
- _____ Highly complex maps and cross sections include one up-to-date black-and-white "mill" copy and one colored copy.
- _____ Technical reviewers' copies are included.
- _____ Title and authorship on front of this form are correct and current.
- _____ Complete project number (all nine digits) is shown.

For ALL USGS Books and Maps:

- _____ "Author's Check List for Plates, Figures, and Photographs" (form 9-1517) has been filled out and attached to each illustration.

For USGS Books and Maps With Text:

- _____ Report is described succinctly in
 - A 50- to 75-word note for "New Publications of the Geological Survey" AND
 - A 15- to 25-word note for Superintendent of Documents.

For ALL USGS Books:

- _____ Title page includes a 5- to 25-word descriptive note (Circled excepted), which is not just a restatement of the title.
- _____ All section headings, illustrations, and tables are listed in the Contents section.
- _____ Abstract is included.
- _____ Complete caption for each illustration is on a separate page

EXPLANATORY FOOTNOTES FOR MANUSCRIPT REVIEW AND APPROVAL SHEET

¹Reports listing more than four authors should be accompanied by an explanatory note. (See "Authorship" section in Suggestions to Authors.)

²Use abbreviations shown in USGS telephone directories.

³A mail stop and extension number will suffice for authors at the same center with the servicing PG. Out-of-town authors please note whether phone number is FTS or commercial.

⁴Former footnote no longer applies.

⁵For USGS publications, show **SERIES** (Professional Paper, Geologic Quadrangle Map, etc.) and, if applicable, show **SUBSERIES** (Contributions to Geochemistry, etc.). Show **SCALE** for maps.

For journal reports, show name of journal.

For chapters in books not published by USGS, show book title, publisher, and volume editor.

For abstracts and other reports prepared for meetings, show sponsoring organization and name, date, and place of meeting.

For other types of reports, explain the form of publication as well as possi-

⁶The PG's give priority treatment to reports with reasonable, legitimate deadlines. Except for abstracts and "no edit" outside reports, manuscripts that have deadlines should be accompanied by a memo from the author's chief scientist requesting priority. "Deadline" shown here should be date by which author must have report back to meet publishers's deadline.

⁷If report was unnumbered, show year of release in parentheses.

⁸Information required only for in-house USGS publications. May include computers not specifically designated as "word processors"; please show both the type of computer and the wp program used in such cases. If no word processor was used, enter "None."

⁹Generally, a full signature denotes approval. Initials mean only that the report has been seen.



U.S. DEPARTMENT OF THE INTERIOR

U.S. GEOLOGICAL SURVEY

Center title of report here

by

U.S. Geological Survey
or preferably no more than four authors, first author must be

USGS employee (show names in normal order);

footnote duty stations for USGS authors¹¹,

affiliation for non-Survey authors²

(no subtitle)

Open-File Report 97-

Prepared in cooperation with.....

This report is preliminary and has not been reviewed for conformity with U.S. Geological Survey editorial standards (or with the North American Stratigraphic Code). Any use of trade, product, or firm names is for descriptive purposes only and does not imply endorsement by the U.S. Government. (Additional disclaimers if necessary.)

¹¹USGS duty station—Do not use Team name

²Non-Survey affiliation

Title of report

By name of author

[The following disclaimer is required by USGS Manual 500.24.1.]

This database, identified as XXXXXXXXXXXX, has been approved for release and publication by the Director of the USGS. Although this database has been subjected to rigorous review and is substantially complete, the USGS reserves the right to revise the data pursuant to further analysis and review. Furthermore, it is released on condition that neither the USGS nor the United States Government may be held liable for any damages resulting from its authorized or unauthorized use.

[Insert text describing how to acquire the database file(s). Modify the example below as needed. This sentence must also be included in the 'Note for the Monthly Publication Catalog' that you will prepare.]

The database can be downloaded via 'anonymous ftp' from a USGS system named greenwood.cr.usgs.gov (136.177.21.122). The file(s) is(are) located in a directory named /pub/open-file-reports/ofr-97-0000.

[Insert text describing how to contact the database manager. Modify the example below as needed.]

The database manager is:	Name of manager	[modify name]
	303-236-0000	[modify phone number]
	user@usgs.gov	[modify e-mail address]
	U.S. Geological Survey	
	Box 25046, Mail Stop 000	[modify mail stop]
	Denver CO 80225	

[Insert text describing the origin of the data, data-collection method, peer-review process, and database documentation. This information is required by USGS Manual 500.24.1.]

[You must prepare a separate sheet, which is not part of the actual open-file report, that provides information to be included in the monthly catalog of USGS publications. This succinct note should provide enough information for the customer to determine if he/she might want to purchase the report.]

NOTE FOR THE MONTHLY PUBLICATIONS CATALOG

[Insert two or three sentences describing the report, location of the study area, and so forth.]

[If the database files will be available for downloading over the Internet, insert text describing how to download them. Modify the example below as needed.]

The database can be downloaded via 'anonymous ftp' from a USGS system named `greenwood.cr.usgs.gov` (136.177.21.122). The file(s) is(are) located in a directory named
`/pub/open-file-reports/ofr-97-0000`.

[Insert a sentence describing the format of the files, such as ASCII, Microsoft Excel 5.0, ARC/INFO Export, etc.]



TO: Publications Group

Title:

Author(s):

Date of Director's Approval _____ Open-File Number _____

No. of pages no larger than 8 1/2 x 14 inches: (including tables, figures, title page, contents): _____

No. of oversized sheets (that is, sheets larger than 8 1/2 x 14 inches) _____

Scale of map:

List of depositories:

- | | | |
|--|-----|----|
| 1. Open-File Services Section (required) | | |
| 2. USGS Library at Reston (required) | | |
| 3. USGS Library at Denver? | yes | no |
| 4. USGS Library at Menlo Park? | yes | no |
| 5. Public Inquiries Offices? (see table 1) (PG has a list of which ESIC's accept reports on which areas) | | |

6. State Geologist? (see table 1)

7. Other? (such as cooperating agency)

Total number of copies needed for depositories _____



U.S. GEOLOGICAL SURVEY
Reston, VA 22092

Date _____

Memorandum

To: Books and Open File Reports Section

From: Chief, Publications Group

Subject: New USGS open-file report

The following report was authorized by _____ for the Director on _____ for
release in the open files:

Project Number: _____

TITLE:

AUTHOR:

CONTENTS: _____ p., _____ oversized sheets (i.e., larger than 8 1/2 xy 14 inches)

Map Scale: _____

DEPOSITORIES

(NC) USGS Library, Room 4A100, 12201 Sunrise Valley Dr., Reston, VA 22092

(Da) USGS Library, Denver Federal Center, Building 20, Room C2002

(Mail address: Stop 914, Box 25046, Federal Center, Denver, CO 80225)

(M) USGS Library, 345 Middlefield Rd., Menlo Park, CA 94025

PRICE:

ORIGINATING OFFICE

Release date: _____

Fiche\$ _____

Name: _____

Area: _____

Paper\$ _____

Telephone: FTS _____

OFR No. _____

DIVISION OPEN-FILE REPORTS”

Draft revision October 1996

III. OPEN-FILING CD’S

INTRODUCTION

The Division needs to release large databases on CD through the Open-File (OF) series. Such OF CD’s may or may not be accompanied by a paper-copy report. One purpose for releasing CD’s through the OF series is beta testing of the access software before the disc is released formally through the Digital Data Series.

PRODUCTION OF THE CD

Production of the CD should generally follow the guidelines and procedures of “Part III. Open-File Reports” and appendix material in the Geologic Division’s “Guidelines for Publishing on CD,” a copy of which is attached.

Attachment: Geologic Division Guidelines for CD Publications, draft version 6.0, October 1996